



Job Opportunity Practice and Quality Assurance Assistant Temporary/Contractual position

Application deadline: September 25, 2020

Target start date: October 12, 2020

The New Brunswick Association of Dietitians (NBAD) is seeking a qualified individual for a **Part-time, 5-month contract (approx. 120 hours – possibility of contract extension)**, to support the Executive Director / Registrar.

Summary of the position

The position will be responsible for providing support the Executive Director / Registrar, in professional practice initiatives and Quality Assurance, to ensure key operations of the Association are being executed in accordance with legislation. The Practice and Quality Assurance Assistant will have the ability to work out of the Association office in Riverview or out of a home-based office within New Brunswick. Working hours are flexible; however, occasional day-time meetings with the Executive Director / Registrar will be required.

The position includes research and development of professional practice standards, guidelines and competencies, Continuing Competence Program (CCP) and other tasks related to NBAD's Strategic Plan. The successful candidate will work with the Executive Director / Registrar and interact with Board & Committee members, as well as other regulatory bodies in NB and Canada.

Qualifications & Skills

- Eligible for or current registration in good standing with NBAD, required.
- Ability to interpret and apply NBAD legislation, Regulations, Bylaws, Standards of Practice and Code of Ethics.
- Analytical skills.
- Working at ease with technology and computer software. Proficiency in Microsoft Office.
- Ability to multi-task and prioritize.
- Attention to detail and care for accuracy.
- High capacity to deliver quality results under pressure.
- Professionalism and good judgement.
- Regulatory organization and research/writing experience are an asset.

- Excellent verbal and written communication skills.
- Proficiency in French and English, preferred.

Essential Duties included in the Position

1. Quality Assurance Support:

- a. Research best practices on different Quality Assurance topics and recommend appropriate changes.
- b. Develop tools for the Continuing Competence Program.
- c. Support the Executive Director / Registrar in preparation of the 2021 Continuing Competence Program (CCP) audit.

2. Practice Support:

- a. Research and develop communications on professional practice issues to promote compliance with the NBAD legislation/standards/guidelines and policies as they relate to the professional practice of Registered Dietitians.
- b. Assist Executive Director / Registrar with practice inquiries from membership (research and response).

3. General:

- a. Assist in key strategic plan initiatives such as opening of the Act, revision of Association documents and programs.
- b. Provide general support to the Executive Director/Registrar as assigned.

***If you are interested in applying for this position,
please email a cover letter and a resume to registrar@adnb-nbad.com.***